



How To: Medical Affirmative Claims (MAC) Billing

Air Force, Army, and Navy Panel

23 April 2013 0800-0930

25 April 2013 1400-1530

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- Federal Medical Care Recovery Act
(42 U.S. Code, Chapter 32, Sections 2651-2653)
- Federal Claims Collections Act
(31 U.S. Code, Chapter 37, Section 3711)
- Workers' Compensation Statutes – Federal and State
- Collections from Third Party Payers
(10 U.S. Code, Chapter 55, Section 1095)
- UBO Manual
(DoD 6010.15-M, chapter 5)
- Service-specific guidelines

- Rates are same as TMA UBO Inpatient Adjusted Standardized Amounts (ASA) and Outpatient Itemized Billing (OIB) rates but must first be approved by Office of Management and Budget (OMB) and published in the Federal Register (FR)
 - Use OMB-approved rates based on date(s) of service
 - http://www.tricare.mil/ocfo/mcfs/ubo/mhs_rates/mac.cfm
- Prescription drugs rates do not require OMB approval thus are not affected by OMB publishing delays; use rates applicable on date of service
 - http://www.tricare.mil/ocfo/mcfs/ubo/mhs_rates/pharmacy.cfm
- MAC collections are reported on a monthly basis



How To: Medical Affirmative Claims (MAC) Billing USAF Flight Chief, Resource Management Office

- Medical Affirmative Claims (MAC) Definition
- Responsibilities
- Key HSI Areas
- The MAC Process
- Creating Bills

- Program Outlined in DoD 6010.15-M (chapter 5), AFI 41-114, AFI 41-115, AFI 41-120, and AFI 51-502, Personnel and Government Recovery Claims (primarily SJA responsibility)
- Illness sustained as a result of an injury by a tortuously liable third party. Dollars recouped from liability insurances for retirees, family members, and Active Duty (AD) who receive treatment at government expense as a result of injury (includes food poisoning)
- Dollars collected for MTF treatment deposited directly into MTF O&M-separate from TPC/MSA (sales code 94)
- Civilian medical care costs deposited into General Treasury unless MTF pays for care (dollars returned to MTF)

Types of liability insurance billed

- Automobile
- No-fault and/or Personal Injury Protection (PIP)
- Boat and Airplane
- Products and/or Manufacturers
- Premises
- General Casualty (slip/fall) or Umbrella (covers a variety of personal properties)
- Homeowner's and/or Renter's
- Medical Malpractice (other than Federal)
- Workers' Compensation - Treatment/care provided to beneficiaries for work-related injuries
- Does not include care/treatment provided to Federal employees or Active Duty Military Personnel who are injured on their DoD job

- Clinics/Appointment Clerk
 - ID potential MAC cases in CHCS appointment module
 - Reporting potential cases on AF Form 1488 (Daily Log of Patients Treated for Injuries)
 - Attend required training
- MAC Clerk
 - Train Staff
 - Collect and Review AF Form 1488s
 - Ensure Medical Care Recovery Program (MCRP) or Staff Judge Advocate (SJA) and base safety receive 1488 in a timely manner
 - Initiate/track MAC claim packet; AF Form 438, All current & future Medical documentation pertaining to case
 - Maintain MAC Log

- MAC Clerk (Cont'd)
 - Conduct Reconciliation of open/transferred/closed cases
 - Provide correct Line of Accounting to MCRP for payment
- MCRP
 - Review 1488s
 - Identify MAC Cases
 - Conduct follow-up on cases
 - Deposit Funds
 - Provide DD Form 1131s to facility on paid claims
 - Conduct Reconciliation of open/transferred/closed cases

The names and contact information on this slide have been redacted for posting on the TMA UBO Web site. For MCRP contact information, please contact your Service representative.

- IAW with 41-120 26.6, “The Medical Facility will conduct a quarterly reconciliation... The reconciliation will consist of a review of the status of each claim (open, transferred, closed). Discrepancies will be corrected and a written report will be forwarded to the SJA and MDG/CC”
 - Expect to have discrepancies!
 - MAC reconciliations are a HSI inspection item
 - Report reconciliation findings to the UBO Compliance Committee

- Patient has a Third-Party illness or injury
 - Can be identified by the check-in clerk who manually completes the AF 1488
 - Can be identified using an Ad-Hoc report in CHCS that will create an electronic AF 1488
 - Instructions can be found on the AFMOA VectorCheck Web site at: <https://vc.afms.mil/AFMOA/SGA/SGAR/SGARUBO/default.aspx>
 - Can be identified by the MAC enhancement Tool

- When a provider sees a patient with an injury, the provider must code the injury
- These are identified in the “E” series diagnosis codes
- The provider sees the patient and codes the encounter, ex. E929.0 (late effects of motor vehicle accident)
- Provider completes the visit and orders RAD, LAB and/or pharmacy as applicable

- In CHCS, type “INJ” – this will prompt you to enter a date
- Enter the dates you would like to check for injuries
- This is the automated 1488 that has all the fields that the 1488 does (e.g., place of injury, type of injury, date of injury)
 - This information is pulled from ADS in CHCS from the provider entering an “E” diagnosis code

- MCRP or SJA has identified to you (the MAC clerk) to open the case, you need to complete the 438
- In AHLTA, print all encounters related to the injury. You will have to read the notes, because provider is only responsible to code the initial injury visit with the E code
- In the SOAP note under A/P, it will give all the ancillaries the provider enters (Pharm, LAB, RAD)

- In CHCS (finding the E&M or CPT for visit):
 - Type “ADS”
 - Select “1” (modify patient ADM Record)
 - You will not modify anything
 - Patient search (MP)
 - Enter patient name
 - Type in date range of service
 - Find corresponding injury visits
 - Collect diagnosis, any CPT or E&M for 438
 - Exit,
 - Will ask if you are sure you want to exit without saving; select “YES”

- Depending on visit type you will find E&M and/or CPT code in ADS module
 - e.g., back manipulation in Family Practice, will have CPT. Physical Therapy will have CPT but no E&M
- You will not find CPT codes for LAB and RAD here; however, check all codes in ADS module

- Once identified that the provider ordered meds relating directly to injury, then proceed
 - Special attention to medication
- In AHLTA:
 - On left-hand side under the patient, click MEDS
 - Double click the corresponding prescription
 - Annotate NDC and quantity
- Use TMA UBO Pharmacy Estimator to calculate price
 - Input information (NDC, quantity, date)
 - Price includes applicable dispensing fee
 - Annotate on 438: NDC, quantity, date and price

- Once identified that the provider ordered labs relating directly to injury, then proceed
- Look in O/P portion of note (AHLTA), it will have lab test listed, annotate name of lab test

- In CHCS:
 - Type “INQ”
 - CHCS will ask what file you want to inquire about
 - Type “Laboratory Test”
 - Type in name of lab test from AHLTA, that was ordered by provider
 - CHCS will ask “standard caption with output?”
 - Type “Yes”
- When standard caption is displayed, review information for CPT code
 - Side note: ensure the O/P lab test matches exactly with the CHCS one selected
- This will pull up information about the lab test, including CPT code
- Enter CPT code on 438

- When identified in the O/P section of encounter that RAD was done relating to the injury
- In AHLTA:
 - Click RAD under the patient name
 - Click on the corresponding date of service and the RAD procedure
 - Annotate the procedure number displayed
- Go into CHCS type “INQ” it will ask you from what file do you want to inquire type “RAD”

- In CHCS:
 - Type “INQ”
 - CHCS will ask from what file do you want to inquire
 - Type “Radiology Exam”
 - Put in exam number annotated from AHLTA
 - CHCS will ask “any other proc,” press “Enter” to go past
 - CHCS will ask “standard caption with output?”
 - Type “Yes”
- CHCS will display two pages of info on the patient’s procedure (e.g., # of views, CPT code, the radiology technician that completed the procedure)
- Annotate CPT code on 438

EXAM NO.: [REDACTED] NAME: [REDACTED]
PROCEDURE: KNEE,RT (2) (AP & LAT ONLY) EXAM STATUS: COMPLETE
ORDER TASK NUMBER: 15 Jan 2010 ORDER DATE/TIME: 15 Jan 2010@0904
REQUESTING HCP: NELSON,TARA EXAM DATE/TIME: 15 Jan 2010@0906
ROOM: RAD ROOM 1 ARRIVAL DATE/TIME: 15 Jan 2010@0906
DEPARTURE DATE/TIME: 15 Jan 2010@0917
DIVISION: 509 MED GP WHITEMAN AFB MO
RADIOLOGY LOCATION: RADIOLOGY MAIN LOCATION IMAGING TYPE: RADIOLOGY
ORDER PRIORITY: ROUTINE REQUESTED EXAM DATE/TIME: 15 Jan 2010
PATIENT CATEGORY: OUTPATIENT
REQ. WARD/CLINIC: FAMILY HEALTH CLINIC TEAM A
REQ. LOCATION CODE: BGAA/0076 PATIENT MOBILITY STATUS: AMBULATORY
PERFORMING TECHNICIAN: EDMONDS,JAMES A QA TECHNICIAN: EDMONDS,JAMES A
TOTAL EXPOSURES: 2 DEPARTURE STATUS: EXAMINED
WORKLOAD COMPLETED: YES
PROCEDURE: KNEE,RT (2) (AP & LAT ONLY) STATUS: CREDIT
MODIFICATION DATE/TIME: 15 Jan 2010@090633 USER: NELSON,TARA M
CPT CODE: 73560 TECH COMP IN SUSPENSE: ADDED TO SUSPENSE FILE
TECH COMP BILLING DISPOSITION: NOT BILLABLE
PROF COMP IN SUSPENSE: ADDED TO SUSPENSE FILE



- Rate depends on your facility
- There are two components of RAD: Technical and Professional
- Technical is the RAD Technician that shot RAD
- Professional is the Radiologist that read the RAD
- If you send your RAD off to be read, cannot bill for this

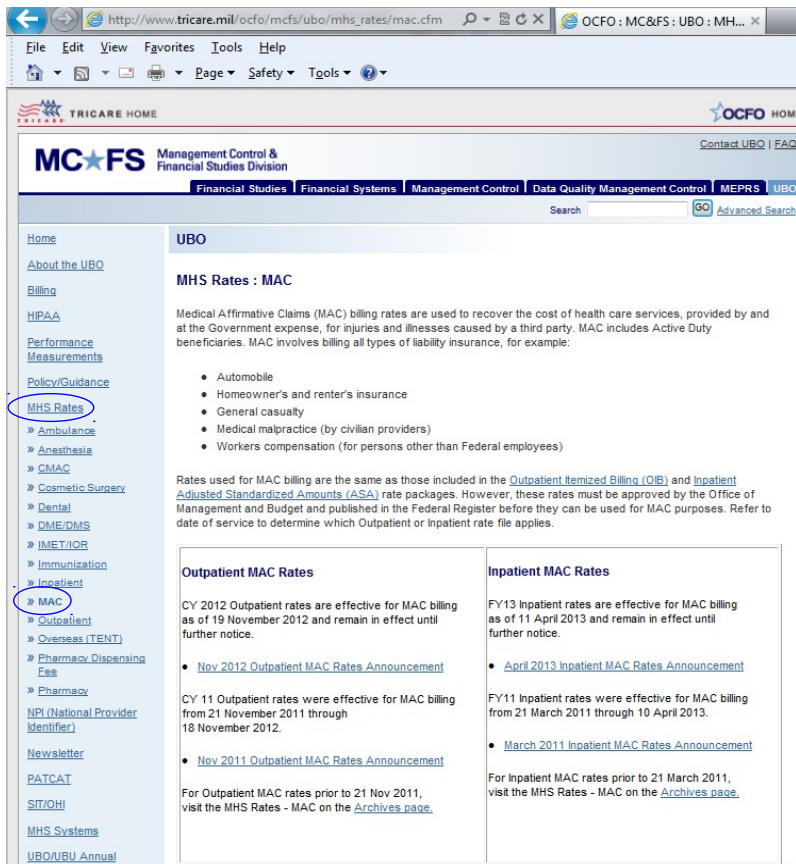
Determining Which Rate to Use

UBO Web site:

http://www.tricare.mil/ocfo/mcfs/ubo/mhs_rates/mac.cfm

MHS Rates / mac.cfm

1. Determine rate effective dates based on date of OMB approval publication in the Federal Register



The screenshot shows the UBO website interface. The left sidebar contains a navigation menu with links: Home, About the UBO, Billing, HIPAA, Performance Measurements, Policy/Guidance, **MHS Rates** (circled in blue), Ambulance, Anesthesia, CMAC, Cosmetic Surgery, Dental, DME/DMS, IMET/IQR, Immunization, Inpatient, **MAC** (circled in blue), Outpatient, Overseas (TENT), Pharmacy Dispensing Fee, Pharmacy, NPI (National Provider Identifier), Newsletter, PATCAT, SIT/OHI, MHS Systems, and UBO/UBU Annual Conference. The main content area is titled "MHS Rates : MAC" and contains text about Medical Affirmative Claims (MAC) billing rates. It lists types of insurance covered: Automobile, Homeowner's and renter's insurance, General casualty, Medical malpractice (by civilian providers), and Workers compensation (for persons other than Federal employees). It also states that rates used for MAC billing are the same as those included in the Outpatient Itemized Billing (OIR) and Inpatient Adjusted Standardized Amounts (ASA) rate packages. Below this, there are two columns: "Outpatient MAC Rates" and "Inpatient MAC Rates". The Outpatient section mentions CY 2012 rates effective from 19 November 2012 and provides a link to "Nov 2012 Outpatient MAC Rates Announcement". The Inpatient section mentions FY13 rates effective from 11 April 2013 and provides a link to "April 2013 Inpatient MAC Rates Announcement".

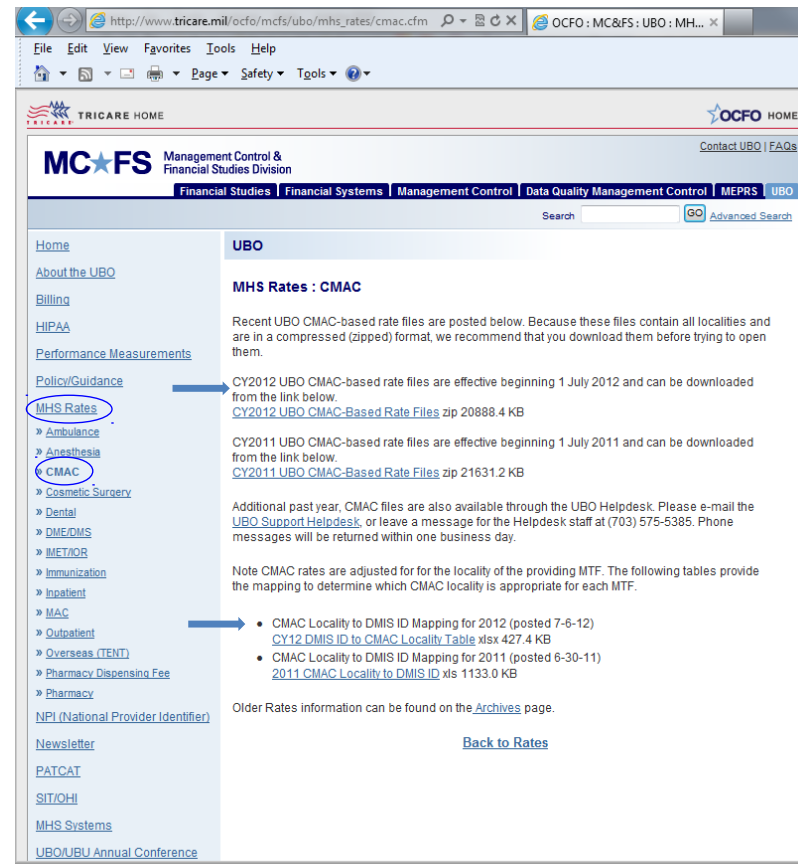
MHS Rates / cmac.cfm

Outpatient:

2. Find your CMAC locality according to your DMIS ID
3. Click on link for the current CMAC-based rate files

Inpatient:

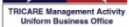
2. Multiply MS-DRG by applicable MTF ASA rate
3. If length of stay exceeds length of stay threshold, contact the UBO.Helpdesk@altarum.org for assistance



The screenshot shows the UBO website interface for CMAC rates. The left sidebar is identical to the previous screenshot, with "MHS Rates" and "CMAC" circled in blue. The main content area is titled "MHS Rates : CMAC" and contains text about recent UBO CMAC-based rate files. It states that CY2012 files are effective beginning 1 July 2012 and can be downloaded from a link below. It also mentions CY2011 files effective beginning 1 July 2011. Below this, it notes that additional past year CMAC files are available through the UBO Helpdesk. A blue arrow points from the "MHS Rates" link in the sidebar to the "CY2012 UBO CMAC-based rate files" text. Another blue arrow points from the "CMAC" link in the sidebar to the "CMAC Locality to DMIS ID Mapping for 2012" link. The page also includes a "Back to Rates" link at the bottom.

- CMAC provider classes are computed in CHCS based on the provider specialty, as mapped through HIPAA taxonomy
- Select CMAC rate based on the class of provider:
 - Class 01 is the physician class, pertaining to Medical, MD, and DOs (including clinical lab procedures that are not Medical, MD, or DO related)
 - Class 02 is the psychologist class, pertaining to PHDs and Psychologists
 - Class 03 is other mental health providers
 - Class 04 is extra medical provider (non-mental health only)

- No standard system available
- Air Force is working on a universal billing system for MAC
- Billing methods currently available are:
 - Submit bills to SJA on AF Form 438
 - If this is working for your MTF then continue with this process
 - TPOCS read-only access and manually complete billing forms on typewriter or other system
 - UB-04
 - CMS 1500



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181	182		

1500

HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE 08/05

<input type="checkbox"/> PICA		<input type="checkbox"/> PICA	
1. MEDICARE <input type="checkbox"/> MEDICAID <input type="checkbox"/> TRICARE CHAMPUS (Sponsor's SSN) <input type="checkbox"/> CHAMPVA (Member ID#) <input type="checkbox"/> GROUP HEALTH PLAN (SSN or ID) <input type="checkbox"/> FECA BOX LUNG (SSN) <input type="checkbox"/> OTHER (ID) <input type="checkbox"/>		1a. INSURED'S I.D. NUMBER (For Programs in Item 1)	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)		3. PATIENT'S BIRTH DATE MM DD YY SEX M <input type="checkbox"/> F <input type="checkbox"/>	
5. PATIENT'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (Include Area Code)		4. INSURED'S NAME (Last Name, First Name, Middle Initial) 7. INSURED'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (Include Area Code)	
6. PATIENT RELATIONSHIP TO INSURED Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>		8. PATIENT STATUS Single <input type="checkbox"/> Married <input type="checkbox"/> Other <input type="checkbox"/> Employed <input type="checkbox"/> Full-Time Student <input type="checkbox"/> Part-Time Student <input type="checkbox"/>	
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)		10. IS PATIENT'S CONDITION RELATED TO:	
a. OTHER INSURED'S POLICY OR GROUP NUMBER		a. EMPLOYMENT? (Current or Previous) <input type="checkbox"/> YES <input type="checkbox"/> NO	
b. OTHER INSURED'S DATE OF BIRTH MM DD YY SEX M <input type="checkbox"/> F <input type="checkbox"/>		b. AUTO ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO PLACE (State)	
c. EMPLOYER'S NAME OR SCHOOL NAME		c. OTHER ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. INSURANCE PLAN NAME OR PROGRAM NAME		10d. RESERVED FOR LOCAL USE	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below. SIGNED _____ DATE _____			
14. DATE OF CURRENT ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY (LMP) MM DD YY		16. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS GIVE FIRST DATE MM DD YY	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE		18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY	
19. RESERVED FOR LOCAL USE		20. OUTSIDE LAB? <input type="checkbox"/> YES <input type="checkbox"/> NO \$ CHARGES	
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Relate Items 1, 2, 3 or 4 to Item 24E by Line)		22. MEDICAID RESUBMISSION CODE ORIGINAL REF. NO.	
24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY B. PLACE OF SERVICE EMG C. D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) OPT/HCPCS MODIFIER E. DIAGNOSIS POINTER F. \$ CHARGES G. DATE OF UNITS H. FROTH Pmt/Day I. ID. QUAL J. RENDERING PROVIDER ID #		23. PRIOR AUTHORIZATION NUMBER	
1 2 3 4 5 6		NPI	
25. FEDERAL TAX I.D. NUMBER SSN EIN		26. PATIENT'S ACCOUNT NO.	
27. ACCEPT ASSIGNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		28. TOTAL CHARGE \$	
29. AMOUNT PAID \$		30. BALANCE DUE \$	
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)		32. SERVICE FACILITY LOCATION INFORMATION	
33. BILLING PROVIDER INFO & PH # ()		34. BILLING PROVIDER INFO & PH # ()	
SIGNED _____ DATE _____		a. NPI b.	

NUCC Instruction Manual available at: www.nucc.org

APPROVED OMB-0938-0999 FORM CMS-1500 (08/05)



Martin Army Community Hospital Uniform Business Office Medical Affirmative Claims (MAC) Army

- Title 42 U.S.C. §§ 2651-2653 : Federal Medical Care Recovery Act (FMCRA): U.S. Government right to recover the reasonable value of care provided at government expense resulting in an injury or illness creating a tort liability upon some third party person
- Title 10 U.S.C. 1095 provides authority for Military Treatment Facility (MTF) to collect the reasonable cost for care from third party payers
- Army Regulation 40-400, Chapter 13, Injury and Illness Cases-Medical Affirmative Claims*
- Army Regulation 27-20, Army Claims*
- Army Pamphlet 27-162, Claims Procedures*
- Department of the Army Memorandum of Agreement between OTJAG and OTSG, Medical Affirmative Claims, dated April 1992*
- TMA, Army MEDCOM, and Army OTJAG Memorandum of Agreement, TMA Reimbursement to Army for Support of Medical Affirmative Claims Program, dated January 2009*

* references are available on Army UBO web site at <https://www.us.army.mil/suite/page/624107>

- MAC collections from all forms of tort liability or contractually based insurance to include lost time of a Service member
 - Automobile, motorcycle, boat, and airplane
 - Slips and falls
 - On-premise accidents
 - Workers' compensation (other than Active Duty and Federal employees) medical care reimbursement for employment related to an injury
 - Product or equipment malfunctions or failures
 - Medical malpractice by a civilian provider

- Staff Judge Advocate (SJA): Assert, pursue, and settle claims
- MAC Billers: Review the injured party's medical record and generate applicable claims
- MTF Clinic: Uses MAC enhancement application to assist in identifying patient with injuries
- Coders: Ensure accuracy of coding and verify the encounter is within coding compliance guidelines

1. The Staff Judge Advocate (SJA) will interview the patient at the point of entry regarding accident information (how, when, where). This includes outpatient care, pre-admission, and admission interviews.
 - a) The SJA will promptly notify the MTF MAC personnel through request memo and questionnaire established by the MTF and SJA
 - b) Once MAC personnel receive the above information, he/she will review the injured party's medical records, screen admitting, emergency room, physical therapy, outpatient clinic lab and radiology encounters, ambulance blotters and insurance disclosure forms; TRICARE information Portals (T.I.P.S.), and work release requests for potential MAC cases
 - c) Once all information is collected, the MAC personnel will combine all information gathered and generate applicable claims (UB-04, CMS 1500, TRICARE) for payment. He/she will provide accurate computation of claims, provide copies of paid vouchers for patients treated in the MTF or in civilian facilities (supplemental care, etc.), and supporting medical records as requested by the SJA
 - d) Separation of duties in the MTF: personnel performing MAC-related billing duties are not also performing claims-related collection/depositing functions

2. SJA should inform the MTF under which authority the claim will be made 10 U.S.C. 1095 or FMCRA 42 U.S.C. 2651-2654
 - a) MAC claims that are asserted against third party payer, such as auto, PIP, medical coverage, or auto liability insurance. The recovery authority is concurrently 10 U.S.C. 1095 and FMCRA
 - b) FMCRA is the recovery authority for MAC claims that will be asserted against a non-auto liability third party payer in cases such as medical malpractice, slip and fall, or directly against the tortfeasor



Medical Affirmative Claims Navy

Medical Affirmative Claims (MAC)

- Navy authority: 32 CFR §§ 757.11 – 757.20 Subpart B—Affirmative Claims Regulations--Medical Care Recovery Act (MRCA) Claims
- MAC activities involve billing all areas of liability insurance
 - Vehicle accidents – automobile, motorcycle, boating, helicopter
 - Homeowner's and renter's – asbestos
 - Medical malpractice – physician error or misdiagnosis
 - Workers' compensation – treatment/care provided to beneficiaries for work-related injuries
- Does not include care/treatment provided to Federal employees or Active Duty Military personnel who are injured on their DoD job

DEERS and Insurance Update

- NOTE: User will have to first identify the MAC or Dental patient and then obtain the ADM/Clinical encounter data (diagnosis codes and procedure codes) using ADM reports, and any associated Laboratory, Radiology, or Pharmacy data associated with the patient encounter(s). This information is required before the user can create the claim in TPOCS.
- UBO MAC Billing Clerks must provide training to all departments / clinics / ancillary services in the MTF on Medical Care Recovery Program / MAC on a regular basis.

MAC Billing Preparation and Capturing All Patient Visits

- Obtain all medical records and other documentation that support the care/service related to the injury.
- Identify inpatient and outpatient care and ancillary services provided since the date of accident/injury illness that are related.
- Generate appropriate claim forms to be provided to Medical Care Recovery Unit (MCRU). Navy, Army, Air force, JAG and USCG.
- Maintain a file of the submitted claims.
- Send monthly report to Regional UBO Manager.

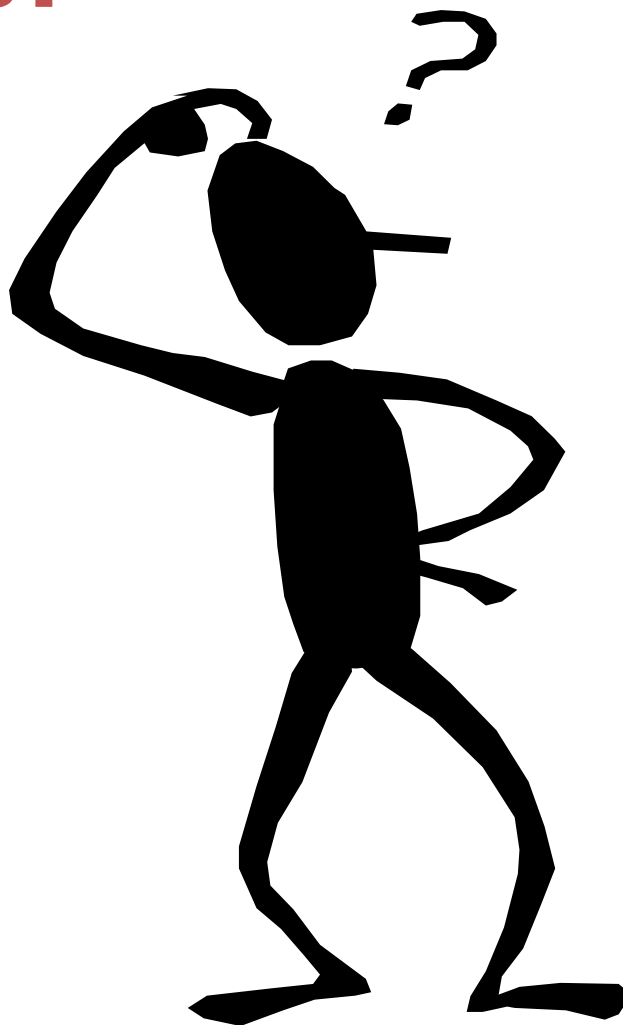
MAC Preparation

- Completed MAC Questionnaire
- Request from Military JAG
- Request from Attorney or insurance Company
- TPOCS:
 - Patient Data entered into TPOCS
 - Set-up Military Legal billing location
 - Print AHLTA Notes or request Medical Record
 - Print DPA (Display of appointments)
 - Print ADS for all related visits
 - Print RAD/LAB, pharm and related visits
- Review all notes
- Forward to Coders- if not coded
- Create manual bills
- Print and post all bills
- Completed NAVJAG 5890, UB-04 , 6010/142 Dental (Superbill)
- UBO Manager reviews & signs completed admission packet
- Mail and scan to MCRU
- MCRU will send request for final or additional billing if required

Additional MAC Report

- MAC ER ADHOC Report
 - Used to capture all possible Third Party Liability
- Ensure all patient information is correct and updated in CHCS
- If the patient's address provided is his / her duty station, ensure the address is correct, including the contact phone number.

Questions?



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- View the entire broadcast
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- Complete a post-test available *within* the archived webinar
- E-mail answers to UBO.LearningCenter@altarum.org
- If you receive a passing score of at least 70%, we will e-mail MHS personnel with a .mil email address a Certificate of Approval including an AAPC Index Number

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